

City of Douglas
Administrative Policies



4.01 Policy against Harassment

Effective Date: (Approved by Council July 10, 1996)

Section 1-COMMITMENT TO END HARASSMENT

The City of Douglas, consistent with its commitment to provide equal employment opportunities, will not tolerate any form of employee harassment, including sexual harassment or other harassment based upon race, gender, national origin, religion, age, or disability.

Section 2-DEFINITIONS

A. Sexual Harassment. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

B. Other Harassment. Any conduct based on race, gender, national origin, religion, age, or disability which has the purpose or effect of unreasonably interfering with an individual's work performance, causing any intimidation, or creating a hostile or offensive work environment.

Section 3-IMPLEMENTATION

A. Education. The Personnel Director shall be responsible for formally notifying all employees, department heads, elected or appointed officials, volunteers, and contractor/vendors of the existence of this policy. The Personnel Director shall

periodically conduct training on the topic of offensive behavior/harassment, and attendance will be mandatory for all employees and elected or appointed officials..

B. Implementation. The City Manager and the department heads are responsible for creating a productive work environment in which offensive conduct or harassment is completely out of place, taking immediate and appropriate corrective action in response to any confirmed violation of this policy, and assuring that no reprisals are taken against those who complain or against corroborating witnesses.

Section 4-REPORTING POSSIBLE HARASSMENT

Any employee who feels that he or she has been harassed should immediately contact either the Personnel Director or City Manager to report the situation.

All other employees including supervisors or directors who become aware of possible harassment of an employee, either as a result of having received a complaint directly from the employees from any other reliable source of information or from his or her personal observations, should report the situation to the Personnel Director or the City Manager.

Section 5-INVESTIGATION AND ENFORCEMENT

A. Investigation. The City of Douglas is committed to thoroughly investigate each complaint and to take immediate and appropriate corrective action on all confirmed violations of this policy. The Personnel Director shall be responsible for overseeing the investigation of any complaint of harassment. The goal will be to investigate any such complaint promptly and thoroughly. Furthermore, to the extent possible, a harassment complaint, as well as the investigation of any such complaint, shall be kept confidential. Following the investigation, the Personnel Director shall recommend and the City shall take corrective action on all violations of this policy against harassment.

B. Enforcement. The Personnel Director is responsible for auditing the operation of this policy, providing counsel, and resolving any unsettled questions which may arise from this policy. The Personnel Director is responsible for thoroughly investigating and resolving any complaints.

Section 6-NO REPRISALS

No reprisals of any kind by any employee or manager shall be taken against an employee because that employee has asserted a complaint or against any witness because that individual has reported or has assisted in any way in the investigation of a harassment complaint.

Section 7-PENALTIES

Any violation of this policy will result appropriate discipline being taken. The appropriate action to be taken necessarily will depend on consideration of all the circumstances in a particular situation.